

TOWN OF SUNSET BEACH

TOWN COUNCIL AGENDA ITEMS

MEETING DATE: June 4, 2012

AGENDA ITEM NUMBER: 5.c.

SUBJECT: West Brunswick High School Internship Program

SUMMARY OF INFORMATION:

The high school has an internship program. Attached is some of the material that explains how our participation in this program would work (see employer's responsibilities). They include providing training, instruction in safety, evaluating the student's performance, reviewing and initialing the student's journal regularly, participating in an orientation session with the student and parents, permitting school officials to regularly review the student's progress on site, and assisting the student in setting goals for the internship and making the internship as challenging as possible.

There are several questions that the Town should address prior to considering an association with the program. The experience of the student is one. The Town has limited opportunities for students to experience a job-like setting compared with the County's ability to provide that kind of experience.

There are significant paperwork requirements on the part of staff that our limited staff may not have the time to do. There are work limitations according to Department of Labor regulations that may prevent us from providing certain manual labor experiences. Therefore, working in the Public Works Department may be problematic. As laudable as this kind of program is, we may not be equipped to provide the intended experience and with our limited staff have difficulty in committing to the employer responsibilities.

The Public Works and Inspections Departments would have to be very careful with the types of work that the student is exposed to in order to ensure that Department of Labor violations would not be committed. These two departments were the focus of the internship program inquiry. But in addition, confidentiality issues could arise in the Police Department and Human Resources Department. Also, the Fire Department may have some safety issues with the trucks and apparatus used in that department.

TOWN ADMINISTRATOR'S RECOMMENDATIONS OR COMMENTS:

TOWN ADM: (x) DEPT. HEAD ()